




FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR JULY 22, 2009		

TO Captain John Carr, Fire Department
Mr. Ken Sands, Parking Authority
Mr. Kirkland Gabriel, DOT TEC
Mr. Kevin Sullivan, DOT Planning
Mr. John Thumbi, DOT Traffic
Dr. Nollie P. Wood Jr., Mayor's Office
Ms. Miriam Agrama, DHCD Plans Examining
Mr. James Wescott, Finance
Mr. Geoff Veale, Zoning Administrator
Mr. David Tanner, BMZA

DATE:
Date of Distribution: July 29 2009

In attendance were:

- Eric Tiso, Wolde Ararsa, and Melvin Hicks for the Department of Planning;
- Kirkland Gabriel, Kevin Sullivan, and John Thumbi for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Vivaldi Nguyen and James Carroll for the Department of Public Works; and
- John Igwe and Milan Rai for HCD Plans Examining.

Agenda

1. 4939 Belair Road – Sina Auto (Revised Plans)

Plans Update

1. 184-188 East Ostend Street – M.C. Dean Electrical Company – Ground Floor Parking (Revised Plans) – Approved.
2. 2650 West Patapsco Avenue – Gas Station with Retail Expansion – Approved.

4939 Belair Road – Sina Auto (Revised Plans)

Zoning: B-3-1

Plans Date: *Undated*

Block/Lot: 5950/001

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±26,100

In addition to Committee Members and Planning staff, in attendance was:

- Randy Wells, Wellco: 410-977-0556 & wellco@yahoo.com
- Bahram Bagheri: sinaauto@verizon.net

Project Summary:

This is an expansion for an existing used car dealership and auto repair garage that was first reviewed and approved by the SPRC in December 2007. An adjacent parcel was purchased and consolidated, and a building demolished to provide space for the parking lot expansion.

Following other developments, the site plan has been revised to reflect as-built conditions. The owner has since also purchased the adjacent property at 4205 Parkwood Avenue, and has cleared that lot.

Comments & Issues:

- Landscaping:
 - In the last approved set of plans, shrubs were required on the Belair Road and Parkwood Avenue sides of the street, with four trees to be planted in the center line of the 4205 Parkwood Avenue lot, as well as a line of Leyland Cyprus trees in the rear of the 4939 Belair Road lot, along the property line with 4205 Parkwood Avenue, between the edge of the garage building and Parkwood Avenue for screening purposes.
 - Since that time, the appellant does not want to block views of his inventory from adjacent streets. The committee conceded that the four trees previously approved for the 4205 Parkwood Avenue lot could be relocated to the 4939 Belair Road lot along the Parkwood Avenue frontage, between parking spaces, would be adequate to meet the City's tree canopy improvement goals. Additionally, the previously-required planting strips and shrubs along Belair Road and Parkwood Avenue would not be required.
 - Tree pits along Parkwood Avenue will be 5' by 5' in dimension, with appropriate grates to allow vehicles to park between the trees in close proximity.
 - The line of Leyland Cyprus trees are still required in the rear of the 4939 Belair Road lot, along the property line with 4205 Parkwood Avenue, between the edge of the garage building and Parkwood Avenue for screening purposes.

- Parking:
 - No parking layout was shown on the revised set of plans. All parking spaces should be 9' wide by 20' deep, accessed from 20' aisles.
 - Proposed light fixtures may not exceed 20' in height, with cut-off fixtures that direct light down, and that do not permit light to project directly onto adjacent rights-of-way or properties. The proposed light fixtures may not interrupt the line of screening trees; a continuous line of screening trees must be maintained.
- Plan Adjustments/Missing Site Plan Elements:
 - Plans are now shown as "not to scale." The plans should be drawn to scale, preferably at 1" = 10' or 1" = 20'. Without this, evaluation of the site design is difficult at best.
 - Add the missing building to the site plan showing its as-built location, with size dimensions.
 - Add existing parking space layout to plans
 - The four canopy trees to be provided along the Parkwood Avenue frontage should be placed in tree pits with grates, located so that the trunks are centered on parking space lines, allowing parked cars to fit between the trees.

Next Steps

- Submit two complete sets of revised plans for final approval and stamp.

NOTE

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

Minutes will be e-mailed to: Randy Wells